

Chevy Chase Village Board of Managers

May 13, 2013

***Note:** These minutes reflect the Board's actions only, and do not include remarks made by members of the Board of Managers, Legal Counsel, Village Staff or others in attendance. An audio recording of this meeting is available on the Village website at www.chevychasevillagemd.gov or by request to the Village office.*

BOARD OF MANAGERS

Patricia S. Baptiste, Chair	Present
Michael L. Denger, Vice Chair	Present
Richard M. Ruda, Secretary	Present
David L. Winstead, Assistant Secretary	Present
Gary Crockett, Treasurer	Present
Robert C. Goodwin, Jr., Assistant Treasurer	Present
Elissa A. Leonard, Board Member	Present

STAFF

Shana R. Davis-Cook, Village Manager	Present
John Fitzgerald, Police Chief	Present
Michael W. Younes, Director of Municipal Operations	Present
Demetri Protos, Finance Director	Present
Ellen Sands, Permitting and Code Enforcement Coordinator	Present
Jacqueline A. Parker, Public Safety Coordinator	Present

COUNSEL

Suellen M. Ferguson, Village Counsel	Present
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Ms. Patricia S. Baptiste, Chair of the Chevy Chase Village Board of Managers, called the meeting to order at 7:36 p.m.

Oath of Office Ceremony

Ms. Loretta Knight, Clerk of the Circuit Court for Montgomery County, administered the Oath of Office to Patricia S. Baptiste, Richard M. Ruda, David L. Winstead, Gary Crockett, Robert C. Goodwin, Jr., and Elissa A. Leonard.

Election of Officers

Mr. Denger moved to elect Patricia S. Baptiste as Chair of the Board of Managers. Mr. Crockett seconded the motion. Mr. Denger, Mr. Ruda, Mr. Winstead, Mr. Crockett, Mr. Goodwin, and Ms. Leonard voted in favor of the motion. Ms. Baptiste abstained. The motion passed.

Mr. Crockett moved to elect Michael L. Denger as Vice-Chair of the Board of Managers. Ms. Leonard seconded the motion. Ms. Baptiste, Mr. Ruda, Mr. Winstead, Mr. Crockett, Mr. Goodwin, and Ms. Leonard voted in favor of the motion. Mr. Denger abstained. The motion passed.

Mr. Denger moved to elect Richard M. Ruda as Secretary of the Board of Managers. Mr. Winstead seconded the motion. Ms. Baptiste, Mr. Denger, Mr. Winstead, Mr. Crockett, Mr. Goodwin, and Ms. Leonard voted in favor of the motion. Mr. Ruda abstained. The motion passed.

Ms. Baptiste moved to elect Gary Crockett as Treasurer of the Board of Managers. Mr. Ruda seconded the motion. Ms. Baptiste, Mr. Denger, Mr. Ruda, Mr. Winstead, Mr. Goodwin, and Ms. Leonard voted in favor of the motion. Mr. Crockett abstained. The motion passed.

Ms. Baptiste moved to elect Robert C. Goodwin, Jr. as Assistant Treasurer of the Board of Managers. Ms. Leonard seconded the motion. Ms. Baptiste, Mr. Denger, Mr. Ruda, Mr. Winstead, Mr. Crockett, and Ms. Leonard voted in favor of the motion. Mr. Goodwin abstained. The motion passed.

Mr. Crockett moved to elect David L. Winstead as Assistant Secretary of the Board of Managers. Mr. Ruda seconded the motion. Ms. Baptiste, Mr. Denger, Mr. Ruda, Mr. Crockett, Mr. Goodwin, and Ms. Leonard voted in favor of the motion. Mr. Winstead abstained. The motion passed.

Approval of Minutes from the Board's Regular Meeting held on April 8, 2013

Minutes of the Board's regular meeting held on April 8, 2013 were circulated to the Board prior to the meeting.

Mr. Crockett moved to approve the minutes of the Board of Managers' regular monthly meeting held on April 8, 2013, as drafted. Mr. Denger seconded the motion. Ms. Baptiste, Mr. Denger, Mr. Ruda, Mr. Winstead, Mr. Crockett, Mr. Goodwin, and Ms. Leonard voted in favor of the motion. The motion passed.

Special Permit Request

A-6297: Mr. and Mrs. Jerry Pritchett, 5607 Park Street.

Replace and widen a concrete driveway with a paver border that would measure a maximum of thirteen feet, nine inches (13'-9") in width in the Park Street public right-of-way.

Mr. Crockett moved to direct staff to draft a decision approving the special permit request to replace and widen a concrete driveway with a paver border that would measure a maximum of thirteen feet, nine inches (13'-9") in width in the Park Street public right-of-way. Mr. Denger seconded the motion. Ms. Baptiste, Mr. Denger, Mr. Ruda, Mr. Winstead, Mr. Crockett, Mr. Goodwin, and Ms. Leonard voted in favor of the motion. The motion passed.

Treasurer's Report

The Treasurer's Report was distributed prior to the meeting. No action was taken by the Board.

Police Report

The Police Report was distributed prior to the meeting. No action was taken by the Board.

Committee Reports

Chevy Chase Open Space Committee

Ms. Meredith Wellington, Chair of the Chevy Chase Open Space Committee reported that the Village and Parks Department staff had presented the proposed concept Plan for the Chevy Chase Open Space Park to the Montgomery County Planning Board on May 9. Members of the Planning Board expressed their support for the concept plan and applauded the partnership efforts between the Parks Department and the Village in the development of this park.

Over the summer Village and Park & Planning staff will further refine the concept plan to gain cost estimates for construction to develop the park. A facility plan will be submitted to the Planning Board for action in September for approval in the Parks Department's FY2015 CIP.

Old Business & Status Reports

Update on Proposed Pedestrian Crossing on Connecticut Avenue at Lenox Street

Mr. Younes provided an update on the status of the Village's request to the State Highway Administration (SHA) for the installation of a pedestrian activated signal on Connecticut Avenue and Lenox Street. At the Village's request, SHA has completed a re-survey of the Connecticut Avenue corridor from Bradley Lane through Chevy Chase Circle. Mr. Younes stated that although the Village has not received formal notification from SHA of their findings, the Village has received verbal confirmation that SHA officials will maintain their position that a pedestrian signal at Lenox Street is unwarranted.

Mr. Younes recommended that the Village wait for formal notification from SHA before requesting a follow-up meeting with the SHA Administrator and staff to discuss how the study was performed, its findings and SHA's renewed decision.

Update on a Landscape Maintenance Contract Amendment

Mr. Younes presented the revised fertilization plan for the Village's parks and greenspaces, which was developed in consultation with the Village's landscape contractor, *Complete Landscaping*, Village Arborist Dr. Tolbert Feather, and residents Dr. Marilyn Bracken (Magnolia Parkway and co-Chair of the Village's Energy & Environment Committee) and Charles (Chip) Monk (Oliver Street).

Mr. Denger moved to approve staff's recommended fertilization plan for Village parks and greenspaces and authorize the Village Manager to modify/increase the existing landscape maintenance contract with Complete Landscaping in the amount of \$2,062 per year. Mr. Ruda seconded the motion. Ms. Baptiste, Mr. Denger, Mr. Ruda, Mr. Winstead, Mr. Crockett, Mr. Goodwin, and Ms. Leonard voted in favor of the motion. The motion passed.

New Business

Capital Improvement Program—Sidewalk Replacements: Staff Proposed FY2014 Schedule

Mr. Younes presented an overview of the Village Sidewalk Replacement Program and the proposed sidewalk for replacements for FY2014.

The Board directed staff to:

1. identify the number of locations where sidewalks cross existing driveways and determine if repairs or further re-engineering is required to ensure the stability of the sidewalk in these locations; and
2. identify locations where sidewalks terminate without connecting to other sidewalks and recommend which locations should/can be extended.

The Board will review the staff's proposed sidewalks for FY2014 and take action on the proposed schedule at the Board's June 10, 2013 regular meeting. Notice of the proposed streets will be included in the June 2013 issue of the *Crier*.

Reforestation Program: Staff Proposed Verification Process

Ms. Davis-Cook presented staff's proposed plan to track and enforce the installation and maintenance of reforestation trees. The Board directed staff to:

- Modify the proposed process by allowing residents to respond that the reforestation tree has been planted and subsequently maintained through a periodic mailing without sending staff to verify.
- Determine if residents are actively voluntarily reforesting following administratively-issued tree removal permits.

Board Authorization: Destroy Paper Ballots from 2011 Board of Managers Election

Mr. Denger moved to approve the following Resolution:

The Chevy Chase Village Board of Managers, on this 13th day of May, 2013, does hereby authorize the Village Manager to destroy all paper ballots from the 2011 Board of Managers' elections. Mr. Crockett seconded the motion. Ms. Baptiste, Mr. Denger, Mr. Ruda, Mr. Winstead, Mr. Crockett, Mr. Goodwin, and Ms. Leonard voted in favor of the motion. The motion passed.

Manager's Report

The Manager's Report was circulated prior to the meeting.

Mr. Denger moved to adjourn the meeting. Mr. Crockett seconded the motion. Ms. Baptiste, Mr. Denger, Mr. Ruda, Mr. Winstead, Mr. Crockett, Mr. Goodwin, and Ms. Leonard voted in favor of the motion. The motion passed. The meeting adjourned at 9:02 p.m.

Secretary, Chevy Chase Village Board of Managers

Final.